

GENERAL CRITERIA FOR PRELIMINARY SUBMITTAL

1. Letter or [Email](#) request that includes name, address and telephone number for both the property owner and his contractor (if applicable).
2. Location sketch that shows the county and nearest crossroads to the state route in question.
3. Overall site plan for the project.
4. Plans are drawn to scale. A submittal of one 22"x 34" (C size), one 11"x 17" (B size), and one PDF electronic copy is preferred. The size and scope of the project may require additional hard copies for department review.
5. Plans that change the original design of the highway e.g., widening, geometrics, profile, drainage, etc... must be signed and sealed by a registered professional engineer.
6. Topographical survey including location of utilities, property lines, roadway features, and the MoDOT right of way must be clearly labeled.
7. Grading and drainage plan (if applicable).
8. Any driveway or street access should be tied to highway stationing, and aligned with entrances or streets on the opposite side of highway. Existing entrances or streets on both sides of the road should be shown on the plans (if applicable).
9. Entrance plan should include surface type and thickness, curb detail, drainage pipe size and length, radii and profile. Typical sections for any highway widening.
10. Plans should include method of restoring disturbed right of way areas i.e. compaction, fine grading, seeding, mulching, and / or sodding. If the proposed work involves land disturbance of 0.75 acres or greater, an [Erosion Control](#) plan for keeping silt on the site will be required. A Storm Water Prevention Plan and Department of Natural Resources permit verification may be required.
11. Traffic control plan that conforms to the guidelines set forth in the [Traffic Control Manual for Field Operations](#) manual. A pavement marking plan (if applicable), signing plan (if applicable), and appropriate [Edge Drop Off](#) treatments if a 2" or greater edge drop off is exposed overnight.
12. Any sidewalks must meet American Disabilities Act ([ADA](#)) Requirements.
13. A note on the plans with the appropriate phone number of the [Traffic Specialist](#) that the contractor shall call a minimum of 48 hours prior to starting work, traffic

control setup, pouring curbs or entrances, paving, etc...and for final inspection when the work is complete.

14. If your permit request is for **Utility** work, the following additional details will need to be included in your submittal:
 - a) The MoDOT right of way must be clearly marked and dimensioned on your plan with the 6 foot utility corridor clearly designated.
 - b) The location of the proposed installation within the utility corridor or on private easement.
 - c) Show all existing topography including roadway features and other utilities.
 - d) All street crossings must be perpendicular to the roadway and show a profile section with encasement extending from ditchline to ditchline or to the toe of slope, which ever applies at that location. Encasement must be shown a minimum of 30 inches below ditchlines for all utilities except water lines. Water lines must be a minimum of 42 inches.
 - e) Parallel underground installations must be located within the 6 foot utility corridor or on private easement and so indicated on the plans. For additional information concerning aerial crossings, underground installation depths, encasement wall thicknesses, etc...please consult our [Utility Procedure](#) guidelines.